

SPC President's Cabinet Meeting - Action Items

Date: 08/25/09

Present: Erik Akins, Paul Borrego, Maureen Cartledge, Mary Cottier, Burton Crow, Ruth Dalrymple, Ruben Izaguirre Julius Gordon, Matari Gunter, Ben Kraft, Adena Williams Loston, Christopher Pate, Mecca Salahuddin, Karen Sides, Phyllis Traylor, Jorge Trevino

| | # | Topics | Action | Resp. Party | Due Date | Notes |
|-------------------------|---|-----------------------------------|--|-------------|----------|-------|
| Leading Learning | 1 | New Leadership – Dr. Adena Loston | <ul style="list-style-type: none"> • Organizational Changes—Dr. Adena Loston – Dr. Izaguirre will be at main campus, Dr. Chavez will be at SWC. Counseling is now under Dr. Sides. Dr. Izaguirre will work with Dr. Lange. Ruth will be addressing matters until Dr. Lange arrives. • Eliminating small departments <ul style="list-style-type: none"> o Early Childhood studies • Dr. Pate – will not be able to hire Coordinator of Quality Measures. Splitting one department into two and eliminating one department because of no growth, which should not affect budget. <p>A decision will be made on Early childhood studies by Thursday.</p> <p>Dr. Crow has 3 associate directors and needs to eliminate one position..</p> <p>Paul will be working with cabinet to look for cuts in services.</p> <p>New law- unfunded mandate by state - Work study positions must be posted. Web visitors need to get to a faculty member’s syllabus and bio within 3 clicks.</p> <p>Special board meeting tonight, because budget was not passed.</p> <p>One position short in financial aid.</p> <p>Ill behavior will not be tolerated.</p> <p>Greater responsibility is needed.</p> <p>Finalize organizational charts by Thursday 11:30 am</p> | Dr. Loston | | |
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| | | | | Dr. Pate | | |
| | | | | Ruth | | |
| | | | | Dr. Crow | | |
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Accountability and Transparency

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| | 2 | KPI's — Dr. Benjamin Kraft | <ul style="list-style-type: none"> • KPI Follow-UP—Dr. Ben Kraft Came up with the target of the 14 requirements. Not benchmarked yet. The entire list has to be benchmarked against a sister institution, and or state institution. | Dr. Kraft | | |
| | 3 | | <ul style="list-style-type: none"> • Nominations for Southern Association Commission on Colleges Awards—Dr. Adena Loston If not this year, maybe we will have someone to recognize, for example for “QEP.” Still awaiting end of year QEP report. By next year should be able to recognize someone for meritorious service. Dr. Sides will overlook QEP. | | | |
| | | | | Ruth | | |
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| | 4 | | <ul style="list-style-type: none"> • Outside Employment Procedure—Dr. Adena Loston If you are working outside of the college you need to notify supervisor. Put notification in writing. Cabinet was informed to get feedback. Honorariums, meals, travels and lodging. Self-employment – should notify, - ask Carol Riley for clarification. Responses to the procedures need to back on September 1, 2009. Ask for changes or recommendations. President recommends that the individual notify the supervisor in writing. | Cabinet Members | Tuesday, September 1 st | |
| | 5 | | <ul style="list-style-type: none"> • Coordinating Board Expert Witness Declaration—Dr. Adena Loston Need to know by Friday if anyone is serving as an expert witness. | Cabinet Members | Friday, August 28th | |
| 6 | | <ul style="list-style-type: none"> • Marketing Update—Matari Gunter Had a meeting with Mike Moran, recommended that he work with Erik Aikens and Sara Kirby. | Matari | | | |

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| | | | <p>Ruth suggested that Mary meet with Mike and his committee. Ben has contract for lecturer.</p> <p>Dr. Loston charged Mary to call a meeting with all the players and include a timeline for activities and when do people get paid, and we satisfy all the requirements for the big read, and needs to have answer about that this week.</p> <p>Dr. Loston charged Matari with taking Mike around to the different radio stations.</p> <p>Need to get invitations to board members for big read.</p> | Mary | | |
| Student Empowerment | 7 | Marketing Update – Matari Gunter | <p>Donation of Bookstore Gift Cards (100 cards @\$50. Each) – Dr. Adena Loston</p> <p>Kitty has cards, need ideas for give aways. Matari – PR suggested giving the gift cards as give away to the students who participates in activities.</p> <p>Students who sing at the Silver Stars game. Equity Center, for students in need. Tie in with the Big Read.</p> <p>Book Loan program – Dr. Izaguirre was asked to track the loans so data can be used by Jorge Trevino.</p> <p>25 for PR, 25 for book loans and 50 for other.</p> | Matari, Dr. Izaguirre , Jorge | | |
| | 8 | Enrollment Update —Dr. Burton Crow | <p>The question was asked: Debra Ramos – what does she do? Answer: Verifies test scores and TAKKS for dual credit.</p> <p>Dr. Loston wants more than one person responsible for verifying accuplacer scores. Wants Dr. Crow to look at another way to verify scores.</p> | Dr. Crow | | |
| | | | <p>\$100000 endowment for scholarship. SPC will not be able to fund endowments for this yea – check with Jorge.</p> <p>Student Engagement scholarships need answer by end of this week</p> | Jorge | Friday, August 28 th | |

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| | | | Dr. Kraft will send out copy of who will be moving to what areas through email. Dr. Loston asked for a copy with a prioritized list. | Dr. Kraft | Friday, August 28th | |
| | | | Jorge Trevino reported on the full bright scholarship. Proposal due October 15, Transferred responsibility to Ruth. Dr. Loston charged the cabinet to make a decision about supporting this effort. – | Ruth Cabinet Members | | |
| | | | Dr. Pate reported on the AACC Leadership award from last week, according to Dr. Pate, Dr. Loston was the only one eligible for the award, but because she is serving in the capacity of President can not be recommended. | Dr. Pate | | |
| | | | VPAA meetings dates and times : Dean’s Council meetings. Will be meeting the 2 nd and 4 th Monday at 10am in CHP330S (Dr. Pate’s Conference Room Academic Affairs deans will meet with VPAA every Monday, 9am in CHP330S beginning August 31. Student Success deans will meet with VPAA every Friday, 9am in VPAA office beginning August 28 (until new VPSS begins) | Ruth | | |